



Name in English _____
考生姓名 (英文)

Name in Chinese _____
姓名 (中文)

Interview Ref. No.: _____
面試編號

Reporting Time: _____
報到時間

Reasons for Leave: Sickness (Medical Certificate required)
請假原因 生病(必須提供醫生證明)

Other reason(s) (Supporting Documents required):
其他原因(必須提供證明文件)

Details: _____
詳情

Name of Parent: _____
家長姓名

Parent's Signature: _____
家長簽署

Contact No.: _____
聯絡電話

Remarks:
注意事項

1. Leave applications should be submitted with supporting documents on or before 5:00 pm, 14 March 2019 by fax or hand delivery. If approved, parents will be notified by phone on or before 20 March 2019. Applicants will not be informed if their leave applications are not successful. Parents are advised not to phone the school.
非病假申請，家長須於 3 月 14 日下午 5 時或以前提出，並連同有關證明傳真(號碼：2762 0275)或逕交本校辦理；倘本校批准更改面試時間，最遲會於 3 月 20 日或前致電通知考生家長；不獲覆電者，表示申請不獲批准；家長毋須來電查詢。
2. Sick leave applications should be submitted on the interview day. Please note that the leave application form together with a medical certificate should be faxed (No. 2762 0275) or delivered by hand to our school. Leave applications by phone will not be accepted. Parents should contact us if they have not been informed of the new interview date within 3 working days after their sick leave applications.
病假申請最遲於面試當天內提出，並連同醫生證明傳真(號碼：2762 0275)或逕交本校辦理；恕不接受以電話申請。如申請更改面試時間後 3 個工作天內仍未收到本校回覆，請致電本校查詢。
3. All leave applications will be considered on an individual basis. The school reserves the right to make the final decision on any leave application.
本校會按情況考慮是否安排更改面試日期/時間，並保留最終決定權。
4. Leave applications that are late or without sufficient documents will not be considered.
逾期申請或資料不全，恕不辦理。

For Official Use 校方專用

Approved. Interview date and time to be changed to: _____
批准。改期至

Rejected
不批准

Remarks: _____
備註